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APR 18 1955

MEMORANDUM FOR: Spec. Asst. to the Director for Planning & Coordination  
Inspector General  
PAPB

ILLEGIB

Cable Secretary  
Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Support)  
General Counsel  
Chief, Audit Staff  
Chief, Medical Staff  
Director of Communications  
Comptroller  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT: Survey of Committees within Government

ILLEGIB

1. The Sub-Cabinet at the White House has launched Management Program, and has secured from CIA agreement

The objective of this Program as outlined is to establish Government-wide committee management and control machinery on a continuing basis, so that there is better coordination and the prevention of confusion and waste.

The degree of participation by CIA is naturally subject to appropriate over-riding security considerations.

Phase 2 of this Program - sending information concerning the Agency's participation in committees - is due fairly shortly.

2. Attached here are Sub-Cabinet instructions, and a sample format to be used in the preparation of information material.

3. The DECI has appointed me the Agency Management Officer for the purpose.

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Will you kindly prepare this information for me by 10 May so that the deadline can be met. Please note particularly these two points:

- a. The need to separate the three different kinds of committees, excluding OCB, and
  - b. Note, for my guidance, on each sheet whether or not you believe that knowledge of a given committee should be withheld.
4. The attached is all of the information I have on this matter, but through a White House contact I can arrange to answer questions which may arise.

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Chief, Management Staff  
Rm 137 Bldg 7-32 Rm 71A

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